

MEMORANDUM FOR: File

<sup>6</sup>  
12 May 1954

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SUBJECT: CIA Notice [ ]

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Messrs. [ ] of Logistics 6 May 1954 with reference to CIA Notice [ ] Discussion revolved around the possibility of standardizing a more substantial folder than the present standard folder. Logistics has received requests from the DD/P area for something of this nature. Logistics is also concerned over the requisitions for non standard folders which the Records Management Staff has approved to date. Although the number of such requisitions is minor and the total number of folders involved is insignificant in comparison with the folders purchased and used in the Agency, the processing of each such requisition costs from 20 to 30 dollars apiece.

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Logistics [ ] feels that the standardization of a more substantial folder would eliminate most of these requisitions and still satisfy the requesting office.

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Messrs. [ ] agreed to the possibility of stocking a heavier type folder. However, Mr. [ ] took exception to stocking a heavier type folder in the Building Supply Offices since this practice might lead to less <sup>use</sup> non use of the standard folder. Mr. [ ] believes that if a heavier folder is standardized and stocked for certain cases, they should be stocked in the [ ] and any requisitions for folders other than the present standard items (Kraft) should be approved by Records Management. This will give Records Management a chance to discuss the folders requested and the standard folder with the requisitioning office. In those cases where the standard (Kraft) folder is not practical or acceptable the heavy duty folder would be approved.

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The meeting closed with Messrs [ ] to investigate the non standard folders approved to determine --

1. Number of requisitions
  - a. Approved
  - b. Disapproved
2. Types of folders
3. Total number of folders requested by type.

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Mr. [ ] to work closely with Mr. [ ] in this matter and to let Mr. [ ] know by May 17 what will be done.

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Note #1: Mr. [ ] indicated that a total of 25,000 of the standard folders had been issued (and presumably used in the last quarter). He believes that the present notice is excellent and if anything is to be added it be restricted to one type of heavy duty folder.

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Note #2: Mr. [ ] is in agreement with standardizing a heavy duty folder but he does not desire to publicize it.



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